

TITLE 42 PAY MODEL REVISIONS

JULY 2003

The Deputy Director, NIH, recently approved the following changes in the Title 42 Pay Model:

1. Authorized IC Directors to grant up to a 5% “spring” pay adjustment to scientists in Band I, Tercile 1, of any Category, without IC Standing Committee review. (Previously, IC Directors could grant up to a 2% increase in Band I without further review, and between 2 and 5% after IC Standing Committee review.)

Note that this change applies to “spring” increases only; any off-cycle increases are exceptions, and continue to require IC Standing Committee and NIH Compensation Committee (NCC) review, and approval by the Deputy Director, NIH. Since the “spring” period for 2003 concluded June 1, this change will become effective with the 2004 “spring” cycle.

2. Authorized a \$10,000 increase in each Tercile of Band I of the Intramural (Basic) Category, which covers Research Fellows (see Attachment 1, “Title 42 Pay Model – 2003” pay rate table).

This change was approved just after completion of the 2003 “spring” cycle, and resulted in an increase in the total range from \$78,300 to \$88,300. Since the Band maximum has now been increased, and to avoid potential inequities between current and newly hired Research Fellows, it has been decided that the new Band maximum will be applicable to this year’s “spring” increases as well as to newly hired Research Fellows, as follows:

- a. IC Directors may grant up to a 5% **total** increase to Research Fellows who received little or no “spring” increase because they were at or near the previous Band maximum. (For this purpose, any “spring” increase previously granted to a Research Fellow, plus this newly authorized increase, may not exceed 5% of the salary the Fellow received immediately prior to the first “spring” increase. For new hires, or Research Fellows who received no prior “spring” increase, the new increase may not exceed 5% of the current base.)
- b. To effect these pay adjustments (which are expected to be limited in number), DHRO Branch Chiefs should submit an electronic table, preferably an Excel spreadsheet, to the Chief, HR & Payroll Solutions Branch, DESB, OHR (Corliss Taylor), and the Chief, Senior and Scientific Employment Branch (SASE), DWM, OHR (Mimi Blitz). The following information should be included (Band and Tercile are not requested, since all employees must be in Intramural (Basic) Band I, Tercile 3):

- Employee’s Name
- Social Security Number
- Employee’s EHRP ID (EMPLID)
- Title

- Series
- Current Base Pay
- Proposed Base Pay
- Percentage Increase

c. For Research Fellows who received an earlier “spring” increase, also include:

- Base Pay before earlier increase (the Percentage Increase and the resulting Proposed Base Pay reported above must be calculated against this Base)
- Percentage Increase of earlier increase
- Combined total percentage of earlier and proposed increases (NTE 5%)

No SF-52 or action in EHRP is required. Spreadsheets must be received in HR Solutions and Payroll Branch and SASE two weeks before the effective date.

3. Approved use of a standardized pay table for Clinical Fellows (Intramural (Basic), Band I) (see Attachment 1, “Title 42 Pay Model – 2003” pay rate table) and a standard contract for Clinical Fellows taking night call (see Attachment 2)

It is expected that Clinical Fellows will enter at base salary (leftmost column), with starting salary depending on post-graduate year (PGY). For some ICs, starting salaries have been somewhat higher, based on benchmarking in these fields (between leftmost and middle column). Each IC can develop a base salary for each PGY using the range shown in columns 1 and 2. In addition to base salary, some Research Fellows agree to duty at night at the NIH taking care of patients either in their own IC or in other ICs. This is listed as a supplement in the third column. It is calculated on the basis of \$50 per hour, which is in the low range for on-call in local hospitals, not to exceed \$25,000 for the year. This supplement will be agreed upon by contract specifying how much additional night call is needed and will be included in a single annual salary for the Clinical Fellow on which benefits will be based.

The new PGY pay table became effective July 1. Compensation for Clinical Fellows who enter on duty after that date should be set in accordance with the new table. To assure equity and consistency, pay adjustments should be processed for current Clinical Fellows whose compensation is not in compliance with the new table. To effect these pay adjustments, which will be made effective on July 13, ICs should submit the information listed in 2.c. above to the Chief, HR & Payroll Solutions Branch, DESB, OHR (Corliss Taylor). No SF-52 or action in EHRP is required.

The standard NIH contract should also be executed for Clinical Fellows who are or will be taking night call. In situations where a Clinical Fellow is employed by one IC but takes night call for another IC, officials (Scientific or Clinical Director) of both ICs should sign the contract, as well as the employee.